

# TELEPHONE SERVICE REQUEST

(One form per phone set)

Log # \_\_\_\_\_

REQUESTOR \_\_\_\_\_ CONTACT EXT. \_\_\_\_\_ DATE \_\_\_\_\_

ACCOUNT # \_\_\_\_\_ APPROVAL \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

## TELEPHONES

USER NAME \_\_\_\_\_ MAIL STATION \_\_\_\_\_

\*INSTALL \_\_\_\_\_ ROOM NO. \_\_\_\_\_ (NEW EXT) \_\_\_\_\_  
(type of phone)

(IF MULTI-LINE PHONE OR MULTI-FUNCTION, ATTACH CORRECT TEMPLATE FORM)

\*RELOCATE \_\_\_\_\_ FROM ROOM NO. \_\_\_\_\_  
(ext.)

TO ROOM NO. \_\_\_\_\_

PHONES REQUIRED \_\_\_\_\_ FAX/MODEM LINE \_\_\_\_\_

CHANGE \_\_\_\_\_  
(describe)

DISCONNECT \_\_\_\_\_ ROOM NO. \_\_\_\_\_  
(ext.)

LIST NUMBER WITH MAIN CAMPUS OPERATOR? - YES/NO

LISTED HOW? \_\_\_\_\_

\*ATTACH ROOM DIAGRAM IF MORE INFORMATION IS NECESSARY

## VOICE MAIL

CREATE/DELETE MAILBOX EXT \_\_\_\_\_

## LONG DISTANCE

ALLOW/DENY LD ACCESS EXT \_\_\_\_\_

CALLING CARD Yes/No INTERNATIONAL ACCESS Yes/No

## TELECOMM NOTES

Cable Required \_\_\_\_\_

New Pair No. \_\_\_\_\_

Relo Pair No. \_\_\_\_\_

### CHARGES

Equipment \_\_\_\_\_

Labor \_\_\_\_\_

Cable/Jacks \_\_\_\_\_

AUTHORIZATION CODE \_\_\_\_\_

COMMENTS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OS \_\_\_\_\_ VMX \_\_\_\_\_ Technician \_\_\_\_\_ / Date Completed \_\_\_\_\_